

# **PHILIPPINE BIDDING DOCUMENTS**

## **Supply and delivery of Mid-upper Arm Circumference (MUAC) Tapes for Children**

**National Nutrition Council  
Taguig City**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines (GOP) for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), and local government units (LGUs) and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory<sup>1</sup> use in projects that are financed in whole or in part by the GOP or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity; (c) the expected contract duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBDs groups the provisions that are intended to be used unchanged in Section II. Instructions to Bidders (ITB) and in Section IV. General Conditions of Contract (GCC). Data and provisions specific to each procurement and contract should be included in Section III. Bid Data Sheet (BDS); Section V. Special Conditions of Contract (SCC); Section VI. Schedule of Requirements; Section VII. Technical Specifications, and Section IX. Foreign Assisted Projects. The forms to be used are provided in Section VIII. Bidding Forms.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. In addition, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents, except for the notes introducing Section VIII. Bidding Forms where the information is useful for the Bidder. The following general directions should be observed when using the documents:

- (a) All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Project.
  - (b) Specific details, such as the “name of the Procuring Entity” and “address for bid submission,” should be furnished in the ITB, BDS, and SCC. The final documents should contain neither blank spaces nor options.
  - (c) This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, SCC, Schedule of Requirements, and Specifications are not part of
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1 Unless the Treaty or International or Executive Agreement expressly provides use of foreign government/foreign or international financing institution procurement guidelines.

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the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding Documents should contain no footnotes except Section VIII. Bidding Forms since these provide important guidance to Bidders.

- (d) The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.
- (e) If modifications must be made to bidding requirements, they can be presented in the BDS. Modifications for specific Project or Contract details should be provided in the SCC as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the BDS or SCC these terms shall be printed in bold type face on Section I. Instructions to Bidders and Section III. General Conditions of Contract, respectively.

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# ***Section I. Invitation to Bid***

## **Notes on the Invitation to Bid**

The Invitation to Bid provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Invitation to Bid shall be:

- (a) Posted continuously in the Philippine Government Electronic Procurement System (PhilGEPS) website, the website of the Procuring Entity concerned, if available, and the website prescribed by the foreign government/foreign or international financing institution, if applicable, for seven (7) calendar days starting on the date of advertisement;
- (b) Posted at any conspicuous place reserved for this purpose in the premises of the Procuring Entity concerned for seven (7) calendar days, as certified by the head of the Bids and Awards Committee (BAC) Secretariat of the Procuring Entity concerned; and
- (c) Advertised at least once in a newspaper of general nationwide circulation which has been regularly published for at least two (2) years before the date of issue of the advertisement, subject to Section 21.2.1(c) of the IRR of RA 9184<sup>2</sup>.

Apart from the essential items listed in the Bidding Documents, the Invitation to Bid should also indicate the following:

- (a) The date of availability of the Bidding Documents, which shall be from the time the Invitation to Bid is first advertised/posted until the deadline for the submission and receipt of bids;
- (b) The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- (c) The deadline for the submission and receipt of bids from the last day of posting of the Invitation to Bid; and
- (d) Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The Invitation to Bid should be incorporated in the Bidding Documents. The information contained in the Invitation to Bid must conform to the Bidding Documents and in particular to the relevant information in the BDS.

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<sup>2</sup> Two years after the effectivity of the 2016 Revised IRR of R.A. No. 9184 on 28 October 2016, advertisement in a newspaper of general nationwide circulation shall no longer be required. However, a procuring entity that cannot post its opportunities in the PhilGEPS for justifiable reasons shall continue to publish its advertisements in a newspaper of general nationwide circulation.

For foreign-assisted projects, the Invitation to Bid to be used is provided in Section IX Foreign-Assisted Projects.

Republic of the Philippines  
Department of Health  
**NATIONAL NUTRITION COUNCIL**  
Taguig City

**INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF  
MID-UPPER ARM CIRCUMFERENCE (MUAC) TAPES FOR  
CHILDREN**

1. The National Nutrition Council, through the General Appropriations Act (GAA) of 2020 intends to apply the sum of **One Million Five Hundred Sixty Three Thousand Eight Hundred Sixty Two Pesos only (Php 1,563,862.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Supply and Delivery of Mid-upper Arm Circumference (MUAC) Tapes for Children. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The National Nutrition Council now invites bids for the Supply and Delivery of Midupper Arm Circumference (MUAC) Tapes for Children. As indicated in the **Bid Data Sheet** of the Bidding Documents, bidders should have completed, within the past three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a nondiscretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from National Nutrition Council and inspect the Bidding Documents at the address given below during office hours from 8:00 a.m. – 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on 13 July 2020 from the address below and upon payment of nonrefundable fee for the Bidding Documents in the amount of FIVE THOUSAND PESOS only (Php 5,000.00).

Payment of bid documents will be in cash. The Bidding Documents shall be received personally by the prospective bidder or his/her authorized representative.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The National Nutrition Council will hold a Pre-Bid Conference on **22 July 2020 at 11:30 a.m.** at NNC Board Room, 2332 Chino Roces Avenue Extension, Taguig City, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before 03 August at 10:30 a.m. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.
8. Bid opening shall be on **03 August 2020 at 11:30 a.m.** at NNC Board Room, 2332 Chino Roces Avenue Extension, Taguig City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
9. The National Nutrition Council reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

BAC Secretariat  
National Nutrition Council  
2332 Chino Roces Avenue Extension  
Taguig City  
Telefax No. 816-4239  
imc\_nnc@yahoo.com

CHONA M. FERNANDEZ  
Chief, Administrative Division and  
Chair, Bids and Awards Committee



# Bid Data Sheet

| ITB Clause |  |
|------------|--|
| 1.1        | <p>The Procuring Entity is <b>NATIONAL NUTRITION COUNCIL (NNC)</b></p> <p>The name of the Contract is Supply and Delivery of Mid-upper Arm Circumference (MUAC) Tapes for Children.</p>  |
| 1.2        | <p>The lot(s) and reference is/are:</p> <p><b>Supply and Delivery of Mid-upper Arm Circumference (MUAC) Tapes for Children.</b></p>  |
| 2          | <p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through General Appropriations Act (GAA) for CY2020 in the amount of the Philippine Pesos One Million Five Hundred Sixty Three Thousand Eight Hundred Sixty Two Pesos Only (Php 1,563,862.00).</p> <p>The name of the Project is: Supply and Delivery of Mid-upper Arm Circumference (MUAC) Tapes for Children.</p> |
| 3.1        | No further instructions.   |
| 5.1        | No further instructions.   |
| 5.2        | None of the circumstances mentioned in the ITB Clause exists in this Project. Foreign bidders, except those falling under <b>ITB</b> Clause 5.2(b), may not participate in this Project.   |
| 5.4        | <p>The Bidder must have completed, within the period specified in the Invitation to Bid and <b>ITB</b> Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to the Supply and delivery of mid-upper arm circumference (MUAC) tapes for children.</p>         |
| 7          | No further instructions.   |
| 8.1        | Subcontracting is not allowed.   |
| 8.2        | Not applicable.  |
| 9.1        | The Procuring Entity will hold a pre-bid conference for this Project on July 22, 2020 at 11:30 a.m. at the NNC Board Room, 2332 Chino Roces Avenue Extension, Taguig City.   |

|      |  |
|------|--|
| 10.1 | The Procuring Entity's address is:<br><br><b>National Nutrition Council</b><br>Bids and Awards Committee (BAC) Secretariat<br>2332 Chino Roces Avenue Extension Taguig<br>City |
|------|--|

|             |  |
|-------------|--|
|             | Chona M. Fernandez<br>Chief, Administrative Division and<br>Chair, Bids and Awards Committee<br>Telefax: 8164239<br>imc_nnc@yahoo.com  |
| 12.1(a)     | No further instructions.   |
| 12.1(a)(ii) | The bidder's SLCC similar to the contract to be bid should have been completed within the past three years (June 2017 – June 2020) prior to the deadline for the submission and receipt of bids. |
| 13.1        | No additional requirements.  |
| 13.1(b)     | No further instructions.   |
| 13.1(c)     | No additional requirements.  |
| 13.2        | The ABC is One Million Five Hundred Sixty Three Thousand Eight Hundred Sixty Two Pesos only (Php 1,563,862.00). Any bid with a financial component exceeding this amount shall not be accepted.  |
| 15.4(a)(iv) | No incidental services are required.   |
| 15.4(b)     | Not applicable.  |
| 16.1(b)     | The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.   |
| 16.3        | Not applicable.  |
| 17.1        | Bids will be valid until December 03, 2020 (120 calendar days).  |

|          |   |
|----------|---|
| 18.1     | <p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>1. The amount of not less than <b>Php 31,277.24 - (2% of ABC)</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>2. The amount of not less than <b>Php 78,193.10 - (5% of ABC)</b> if bid security is in Surety Bond.</li> </ol> |
| 18.2     | The bid security shall be valid until December 03, 2020 (120 calendar days).  |
| 20.3     | Each Bidder shall submit <b>one (1)</b> original and <b>three (3)</b> copies of the first and second components of its bid.   |
| 21       | <p>The address for submission of bids is</p> <p><b>NNC Bids and Awards Committee</b><br/> c/o BAC Secretariat, Administrative Division<br/> National Nutrition Council<br/> 2332 Chino Roces Avenue Extension<br/> Taguig City</p> <p>The deadline for submission of bids is August 03, 2020 at 11:30 a.m.</p>  |
| 24.1     | <p>The place of bid opening is at the <b>NNC Board Room, National Nutrition Council, 2332 Chino Roces Avenue Extension, Taguig City.</b></p> <p>The date and time of bid opening is August 03, 2020 at 11:30 a.m.</p>   |
| 24.2     | No further instructions.  |
| 24.3     | No further instructions.  |
| 27.1     | No further instructions.  |
| 28.3 (a) | <p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p>   |
| 28.4     | No further instructions.  |

|         |  |
|---------|--|
| 29.2    | <p>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.</p> <p><i>Note: The latest income and business tax returns are those within the last six (6) months preceding the date of bid submission.</i></p>  |
| 32.4(f) | <p>For the purposes of post-qualification, the following documents shall be required:</p> <ol style="list-style-type: none"> <li>1. Certificate of PhilGEPS Registration;</li> <li>2. Current and valid business permit;</li> <li>3. SEC Registration;</li> <li>4. Current and valid Tax Clearance Certificate;</li> <li>5. 2019 Audited Financial Statement.</li> </ol> |

# *Section V. Special Conditions of Contract*

## **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC.

The provisions of this Section complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- (a) Information that complements provisions of Section IV must be incorporated.
- (b) Amendments and/or supplements to provisions of Section IV, as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of Section IV should be incorporated herein.

For foreign-assisted projects, the Special Conditions of Contract to be used is provided in Section IX-Foreign-Assisted Projects.

|        |   |
|--------|---|
| 1.1(k) | <p>The Project Site is:</p> <p><b>National Nutrition Council – Central Office</b><br/> <b>2332 Chino Roces Avenue Extension</b><br/> <b>Taguig City</b></p> <p>The Project sites are defined in Section VI. Schedule of Requirements.</p>   |
| 2.1    | No further instructions.  |
| 5.1    | <p>The Procuring Entity's address for Notices is:</p> <p><b>Azucena M. Dayanghirang, MD, MCH, CESE</b><br/> Executive Director<br/> National Nutrition Council<br/> 2332 Chino Roces Avenue Extension<br/> Taguig City<br/> Telefax: 8892-4271</p> <p>The Supplier's address for Notices is: <b>will be specified after the NNC BAC Notice of Award is given to the winning bidder.</b></p> |

|         |  |
|---------|--|
| 6.2     | No additional requirements. All requirements are indicated in Section VI – Schedule of Requirements and Section VII – Technical Specifications.  |
| 10.4    | Not applicable.  |
| 10.5    | Payments shall be made by the NNC to the winning supplier upon submission of the following documents:<br><br>a. Delivery Receipt;<br>b. Sales Invoice;<br>c. Other documentary requirements relative to the delivery of MUAC tapes for children;<br>d. Inspection and Acceptance Report from the end-user. |
| 11.3    | Maintain the GCC Clause.   |
| 13.4(c) | No further instructions.   |
| 16.1    | No further instructions.   |
| 17.3    | Not applicable.  |
| 17.4    | The period for correction of defects in the warranty period is for a maximum period of thirty (30) calendar days.  |
| 21.1    | No additional provision.   |

## *Section VI. Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

| Item Number | Description  | Quantity         | Total | Delivery/<br>Period of<br>Services |
|-------------|--|------------------|-------|------------------------------------|
| 1           | <p><b>Supply and delivery of Mid-upper Arm Circumference (MUAC) Tapes for Children</b></p> <ol style="list-style-type: none"> <li>1. Delivery fee: please refer to distribution list for computation</li> <li>2. Delivery period: 30 calendar days (CD) upon receipt of Notice to Proceed (NTP)</li> <li>3. Winning bidder to provide sample with instructions to use which is subject for approval before massive production and delivery.</li> <li>4. Place of delivery: please refer to the distribution list</li> <li>5. Delivery of sample: National Nutrition Council-Central Office (NNC-CO)</li> </ol> <p style="text-align: center;"><b>Approved Budget for the Contract (ABC) –<br/>Php 1,563,862.00</b></p> | 300,000<br>tapes | 1 lot |                                    |

I hereby certify to comply with all the above requirements.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over printed name of  
Representative

\_\_\_\_\_  
Date

## ***Section VII. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.



Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “or at least equivalent.” References to brand names cannot be used when the Funding Source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

# Technical Specifications

| Item                 | Specifications   | Statement of Compliance          |
|----------------------|--|----------------------------------|
|                      | <p>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of <b>ITB</b> Clause 3.1(a)(ii) and/or <b>GCC</b> Clause 2.1(a)(ii).</p> |                                  |
|                      | Technical Specifications   | Bidder’s Statement of Compliance |
|                      |  |                                  |
| <b>300,000 tapes</b> | <b>Supply and delivery of Mid-upper Arm Circumference (MUAC) Tapes for Children</b>  |                                  |
|                      | <ul style="list-style-type: none"> <li>- Children’s Mid-Upper Circumference measuring tape with cut off point at 11.5 cm. (MUAC) with range up to 26.5cm.</li> <li>- Graduated with 1 mm precision with thicker line at 21.0 cm</li> <li>- Accuracy: +1 mm of the maximum measurement (26.5 cm)</li> <li>- Colour-coded as follows:<br/> Red (Pantone code 1795 C) up to 0-11.5 cm.<br/> Yellow (Pantone code 107 C) 11.5 cm – 12.5 cm,<br/> Green (Pantone code 369 C) from 12.5 cm.</li> </ul>   |                                  |
|                      | Specifications:  |                                  |
|                      | <b>Materials:</b>  |                                  |
|                      | Non-tear stretch-resistant plastic/plasticized paper/synthetic paper<br>(Supplier must specify which of these materials is offered).   |                                  |
|                      | Minimum thickness: 0.3 mm  |                                  |
|                      | Working temperature range: 10-40 degrees centigrade.   |                                  |
|                      | Print: Permanent, resistant to solvents; easily readable in low light working situations   |                                  |
|                      | <b>Packaging instructions:</b> Pack of 50 tapes with instructions to use.  |                                  |
|                      | Supplied with text and pictorial user instructions in English  |                                  |

|  |  |                         |
|--|--|-------------------------|
|  | Labeling instructions: On each pack of tapes, box, carton should be legibly imprinted or stickered with nonremovable or permanent sticker/label that is binding, and |                         |
|  | with residue and tearing, if removed.  |                         |
|  | Note: with notation of <b>PHILIPPINE GOVERNMENT PROPERTY – DOH-NNC NOT FOR SALE</b>  |                         |
|  | Delivery fee: please refer to distribution list for computation.   |                         |
|  | Delivery schedule: Thirty (30) calendar days upon receipt of Notice to Proceed (NTP)   |                         |
|  | Supplier to provide one (1) sample with instructions to use which is subject for approval before massive production and delivery                                     |                         |
|  | Place of delivery: please refer to the distribution list   |                         |
|  | Delivery of Sample: National Nutrition Council-Central Office (NNC-CO); 2332 Chino Roces Avenue Extension, Taguig City   |                         |
|  |  |                         |
|  |  |                         |
|  | <b>Total Approved Budget for the Contract (ABC) -----</b>  | <b>Php 1,563,862.00</b> |

I hereby certify to comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Printed Name, Position and Signature of Bidder's Authorized Representative

\_\_\_\_\_  
Date

## *Section VIII. Bidding Forms*

### **Notes on the Bidding Forms**

The Bidder shall complete and submit with its Bid the **Bid Form** and **Price Schedules** in accordance with **ITB** Clause 15 with the requirements of the Bidding Documents and the format set out in this Section.

When requested in the BDS, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Entity, pursuant to **ITB** Clause 18.1.

The **Contract Agreement Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted Bid resulting from price corrections. The Price Schedule and Schedule of Requirements deemed to form part of the contract should be modified accordingly.

The **Performance Security Form** and **Bank Guarantee Form for Advance Payment** should not be completed by the Bidders at the time of their Bid preparation. Only the successful Bidder will be required to provide performance security and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the Procuring Entity and pursuant to **GCC** Clause 13 and its corresponding SCC provision.

The sworn affidavit must be completed by all Bidders in accordance with **ITB** Clause 4.2. Failure to do so and submit it with the bid shall result in the rejection of the bid and the Bidder's disqualification.

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## Bid Form

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Date: \_\_\_\_\_  
Invitation to Bid<sup>3</sup> N<sup>o</sup>: \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>4</sup>

| Name and address<br>Currency | Amount and<br>Commission or gratuity | Purpose of agent |
|------------------------------|--------------------------------------|------------------|
| _____                        | _____                                | _____            |
| _____                        | _____                                | _____            |
| _____                        | _____                                | _____            |

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

\_\_\_\_\_

3 If ADB, JICA and WB funded projects, use IFB.

4 Applicable only if the Funding Source is the ADB, JICA or WB.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**For Goods Offered From Abroad**

Name of Bidder \_\_\_\_\_ Invitation to Bid<sup>5</sup> Number \_\_. Page \_\_\_\_ of \_\_\_\_\_.

| 1    | 2           | 3                 | 4        | 5   | 6  | 7                                      | 8                                    | 9                                     |
|------|-------------|-------------------|----------|---|--|--|--------------------------------------|---------------------------------------|
| Item | Description | Country of origin | Quantity | Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination) | Total CIF or CIP price per item (col. 4 x 5) | Unit Price Delivered Duty Unpaid (DDU) | Unit price Delivered Duty Paid (DDP) | Total Price delivered DDP (col 4 x 8) |
|      |             |                   |          |   |  |  |                                      |                                       |

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

\_\_\_\_\_  
5 If ADB, JICA and WB funded projects, use IFB.

**For Goods Offered From Within the Philippines**

Name of Bidder \_\_\_\_\_ Invitation to Bid<sup>6</sup> Number \_ Page . of \_\_\_\_.

| 1    | 2           | 3                 | 4        | 5                       | 6   | 7  | 8  | 9                                   | 10  |
|------|-------------|-------------------|----------|-------------------------|---|--|--|-------------------------------------|---|
| Item | Description | Country of origin | Quantity | Unit price EXW per item | Transportation and Insurance and all other costs incidental to delivery, per item | Sales and other taxes payable if Contract is awarded, per item | Cost of Incidental Services, if applicable, per item | Total Price, per unit (col 5+6+7+8) | Total Price delivered Final Destination (col 9) x (col 4) |
|      |             |                   |          |                         |   |  |  |                                     |   |



|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

\_\_\_\_\_ *[signature]*

\_\_\_\_\_ *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

\_\_\_\_\_  
6 If ADB, JICA and WB funded projects, use IFB.

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES ) CITY/MUNICIPALITY  
OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

**BID SECURING DECLARATION FORM**

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**REPUBLIC OF THE PHILIPPINES)**

**CITY OF \_\_\_\_\_) S.S.**

X-----X

**BID SECURING DECLARATION**

**Invitation to Bid:** [Insert Reference number]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

---

*7 Select one and delete the other. Adopt the same instruction for similar terms throughout the document.*

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER'S AUTHORIZED  
REPRESENTATIVE]  
[Insert Signatory's Legal Capacity]  
Affiant*

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government

identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_ Series  
of \_\_\_\_\_.

Annex “1”

**Checklist of Eligibility Requirements for Bidders**

Supply and Delivery of Mid-upper Arm Circumference (MUAC) Tapes for Children  
**ABC – Php 1,563,862.00**

**CONTENTS OF 1<sup>st</sup> ENVELOPE**

**I. ELIGIBILITY DOCUMENTS & TECHNICAL COMPONENT**

**1. Class “A” Documents**

**a. LEGAL DOCUMENTS (No Need to submit following legal documents if bidder has Philgeps Platinum Certificate of Registration)**

- Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate, whichever may be appropriate under existing laws of the Philippines, supported with the necessary information using the prescribed forms
- Valid and current Mayor's permit/municipal license
- Tax Clearance

**b. TECHNICAL DOCUMENTS**

- Statement of all on-going government and private contracts including contracts awarded but not yet started if any, whether similar or not similar in nature and complexity to the contract to be bid within the relevant period as provided in PBD.
- Statement of all completed government and private contracts for the last three (3) years (June 2017 – June 2020) with a single contract whose value is at least 50% of the ABC of the project to be bid .
- Certifications of satisfactory performance from three (3) different clients and printed in their official letterhead/Delivery Receipt (DR) or Sales or Billing Invoice (SI/BI) with statement that delivery was accepted in good condition.

**c. FINANCIAL DOCUMENTS**

- Audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing among others the total assets and liabilities.
- Computation of Net Financial Contracting Capacity (NFCC), **OR**

- Certificate of commitment specific to the contract at hand, issued by a licensed bank to extend to the bidder a credit line If awarded the contract.

## **2. Class “B” Documents**

- Valid Joint Venture agreement

## **3. Technical Component**

- Bid Security – Any form of bid security to include Bid Securing Declaration
- Schedule of requirements refer to Section VI
- Technical Specifications refer to Section VII
- Omnibus Sworn Statement
- Sample materials

## **CONTENT OF 2<sup>nd</sup> ENVELOPE**

### **II. FINANCIAL COMPONENT**

- Duly Signed Bid Form
- Summary of Price Schedule

### **III. POST QUALIFICATION REQUIREMENTS**

Documents to be submitted by the bidder with Lowest Calculated Bid (LCB) 3 days from receipt of Notice.

- Latest Income and business tax returns
- Certificate of Philgeps Registration



## STATEMENT OF ONGOING GOVERNMENT &amp; PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

Business Name : \_\_\_\_\_

Business Address : \_\_\_\_\_

| Name of Contract/Location<br>Project Cost | a. Owner Name<br>b. Address<br>c. Telephone Nos. | Nature of Work | Contractor's Role |   | a. Date Awarded<br>b. Date Started<br>c. Date of Completion | % of Accomplishment |            | Value of Outstanding<br>Works/Uncompleted<br>Portion |
|---|--|----------------|-------------------|---|---|---------------------|------------|--|
|   |  |                | Description       | % |   | Planned             | Actual     |  |
| <u>Government</u>                         |  |                |                   |   |   |                     |            |  |
|   |  |                |                   |   |   |                     |            |  |
|   |  |                |                   |   |   |                     |            |  |
| <u>Private</u>                            |  |                |                   |   |   |                     |            |  |
|   |  |                |                   |   |   |                     |            |  |
|   |  |                |                   |   |   |                     | Total Cost |  |

\*Continue in a separate sheet, if necessary.

Note: This statement shall be supported with:

- 1 Notice of Award and/or Contract
- 2 Notice to Proceed issued by the owner
- 3 Certificate of Accomplishments signed by the owner or Project Engineer

Submitted by : \_\_\_\_\_  
(Printed Name and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_



STATEMENT OF COMPLETED GOVERNMENT & PRIVATE CONTRACTS

Business Name : \_\_\_\_\_

Business Address : \_\_\_\_\_

| Name of Contract/Location<br>Project Cost | a. Owner Name<br>b. Address<br>c. Telephone Nos. | Nature of Work | Contractor's Role |   | a. Date Awarded<br>b. Date Started<br>c. Date of Completion | % of Accomplishment |            | Value of Outstanding<br>Works/Uncompleted<br>Portion |  |
|---|--|----------------|-------------------|---|---|---------------------|------------|--|--|
|   |  |                | Description       | % |   | Planned             | Actual     |  |  |
| <u>Government</u>                         |  |                |                   |   |   |                     |            |  |  |
|   |  |                |                   |   |   |                     |            |  |  |
|   |  |                |                   |   |   |                     |            |  |  |
| <u>Private</u>                            |  |                |                   |   |   |                     |            |  |  |
|   |  |                |                   |   |   |                     |            |  |  |
| <b>*NONE</b>                              |  |                |                   |   |   |                     |            |  |  |
|   |  |                |                   |   |   |                     | Total Cost |  |  |

\*Continue in a separate sheet, if necessary.

Note: This statement shall be supported with:

- 1 Notice of Award and/or Contract
- 2 Notice to Proceed issued by the owner
- 3 Certificate of Accomplishments signed by the owner or Project Engineer

Submitted by : \_\_\_\_\_  
(Printed Name and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_



## SEALING AND MARKING OF BIDS



